

12.3.8 v.2

DEPARTMENT OF ECOLOGY  
INFORMATION AND INSTRUCTIONS FOR  
WASTE DISCHARGE PERMIT APPLICATIONS

1. GENERAL INFORMATION

The purpose of this application form is to provide the Department of Ecology with the information necessary to issue a Waste Discharge Permit as required by Chapter 90.48.160 RCW. This application form is to be used by all persons who discharge industrial wastes, commercial wastes, or any other form of wastes either directly into state waters or into state waters indirectly via a municipal sewer system. Any noncommercial entity discharging domestic sewage only into a sewerage system is not required to obtain a waste discharge permit.

II. GENERAL INSTRUCTIONS

1. Please read the entire application form before attempting to complete any part of it.
2. If a company operates several different plants, a separate application is required for each location.
3. Prepare the application in triplicate. Please sign and date all applications and copies. The original and one copy should be returned to the Department of Ecology Regional Office from which it was received. The third copy is to be retained by the applicant.
4. Answer all questions completely. Incomplete applications will be returned to the applicant. If the requested information is unknown, unavailable, or not applicable, indicate so and explain why.
5. The applicant may be required to submit additional information or presently unknown information before his application can be processed and a permit issued.

III. SPECIFIC INSTRUCTIONS

1. ITEM E

The schematic flow diagram should include the flow pattern of products through the plant showing the source of each waste, its individual flow pattern and the combined flow pattern of all wastes up to and including their point of discharge.

2. ITEM H

The location of the discharge point(s) and/or connection(s) to the municipal sewer system should be specific. Indicate river mile, 1/16th section of section, township, and range, number and street address, or other identifiable location. For all discharges including those to a municipal sewer, include a sketch or map on 8½ x 11 paper showing the specific discharge location relative to the plant building.



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3. ITEM J

List as accurately as possible the average daily volume and maximum daily volume for each type of wastewater and water utilization category indicated on the application form. This may require analysis of water meter readings and past water billing, sewer meter readings, special exemption meter readings, actual waste flow measurements and close estimates of volumes that are not directly measurable.

"Sanitary wastes" refers to those wastes from rest rooms and shower areas.

"Industrial wastewater" refers to all processing, washdown, rinse, and contaminated waters, including boiler and cooling tower blowdown waters.

"Cooling water discharge" refers to only that volume of cooling water which is discharged from the plant. Do not include volumes which are re-circulated within the plant or within a closed-circuit system.

"Water incorporated into product" refers to water leaving the plant as a part of the finished product. This consumed water may be in a liquid form or in an unidentifiable mixture with other materials.

"Evaporated loss" refers both natural and heated-process water loss to the atmosphere, including boiler and cooling water losses which are indicated by (and equal to) make-up water volumes.

4. WATER BALANCE - Check for equality

The "total" categories for items I and J will be examined for direct relation of water supply volume to wastewater and water utilization. In general, the sum of the individual wastewater and water utilization categories (item J) should be equal to the total water supply volume (item I). If the total in item J does not equal the total in item I, please indicate the reason for the difference on a separate sheet.

5. ITEM K

List the physical and chemical properties of the effluent(s), including such parameters as pH, temperature, BOD (mg/l), suspended solids (mg/l), color, turbidity, conductivity, acidity, alkalinity, heavy metals, toxic components, oil, and greases, etc. This may require collection and analysis of representative wastewater samples by an independent testing laboratory.

Question: pertaining to any item on the application should be directed to the nearest Department of Ecology Regional Office. These office locations are:

OLYMPIA - Southwest Regional Office  
Airport  
Olympia, Washington 98504  
Telephone: 753-2353

SPOKANE - Eastern Regional Office  
East 103 Indiana St.  
Spokane, Washington 99202  
Telephone: 456-2926

REDMOND - Northwest Regional Office  
4350 - 150th Avenue N.E.  
Redmond, Washington 98052  
Telephone: 885-1900

YAKIMA - Central Wash. Regional Office  
2802 Main Street  
Union Gap, Washington 98903  
Telephone: (509) 453-5373

IV. OTHER PERMITS ISSUED BY THE DEPARTMENT OF ECOLOGY

1. SURFACE WATER PERMIT

A permit is required for any appropriation of public surface waters of the state for beneficial purposes, regardless of whether the use is consumptive or non-consumptive in nature.

2. GROUND WATER PERMIT

A permit is required for any appropriation of ground water in excess of 5,000 gallons per day for beneficial purposes, regardless of whether the use is consumptive or non-consumptive in nature. All ground water used for irrigation requires a permit.

3. RESERVOIR PERMIT

A permit is required to construct any reservoir with storage capacity of ten acre-feet or more and/or where the maximum depth of water to be retained by the impoundment structure is ten feet or more.

4. FLOOD CONTROL PERMIT

A permit is required for all flood control features, and approval is required for all construction on floodways in designated flood control zones.

For additional information on any of the above permits and necessary application forms, please contact one of the regional offices listed above.

V. REQUIREMENTS OF OTHER AGENCIES

In order to assist the applicant in complying with the various laws and regulations pertaining to the waters of the state, a brief statement outlining the requirements of other agencies is presented here. This is in no way meant to be all inclusive and it does not relieve the applicant of becoming familiar with and obtaining all necessary permits or approvals needed for his operations.

1. DEPARTMENT OF FISHERIES

Rm. 115, General Administration Building (or)

Olympia, Washington 98504

DEPARTMENT OF GAME

600 North Capitol Way

Olympia, Washington 98504

A Hydraulics Approval is required from one of the above departments before the start of any construction or work within, or affecting waters of the State, including water withdrawal or discharge. Usually, all areas within the flood plain of streams, including overflow channels, drainages into streams and all saltwater areas are included. Gravel removal or use of streambed materials is also regulated in this code.

2. DEPARTMENT OF SOCIAL AND HEALTH SERVICES

Division of Health

Olympia Airport, Bldg. 4

Olympia, Washington 98504

Submission and approval of plans and specifications are required for installation and modification at all sewage treatment plants and water (potable) treatment plants.

Submission of monthly operational reports are required on the above facilities.

3. U.S. BUREAU OF RECLAMATION P.O. Box 815  
(Columbia Basin Project) Ephrata, Washington 98823

A permit must be obtained from the United States Bureau of Reclamation before any water or wastewater may be discharged into wasteways or canals of the Columbia Basin Project.

4. DEPARTMENT OF NATURAL RESOURCES                  Attention:  
Public Lands Building                                  Civil Engineering Division  
Olympia, Washington 98504                      Telephone: (206) 753-5324 or 753-5325

Under provisions of the State constitution, the State acquired ownership of the beds and shores of all navigable bodies of water within the State and placed the management of such lands under the jurisdiction of the State Department of Natural Resources.

The Department of Natural Resources is particularly interested in projects affecting tidelands, shorelands, harbor areas and beds of navigable water wherever State property rights exist.

All applicants for U.S. Army permission to place improvements or dredge in water areas of the State should contact the Department of Natural Resources for information as to the State's interests, if any, in the particular area in question and for details of procedure where State-owned areas are involved.

5. STATE PARKS AND RECREATION COMMISSION  
Chief Division of Planning and Development  
P.O. Box 1128  
Olympia, Washington 98504  
Telephone: (206) 753-5767

The Commission reviews applications for various projects with respect to their impact on recreational boating, water skiing and swimming. Of particular concern to the Commission are vertical clearance of structures over navigable water, restriction of channels and passages, and disposal of dredging spoils into recreational waters.

Departmental permits are required for all work contemplated on lands administered by the Commission.

- ## 6. LOCAL GOVERNMENTAL AGENCIES

Under the "Shoreline Management Act of 1971", a permit for construction or other modification activity within a waterway or upon shorelands adjacent to a waterway, may be required of the applicant by local government. Inquiries regarding a "Shoreline Management Permit" should be directed to:

City Department of Planning

(or) County Department of Planning  
(if project is in an unincorporated area)